***Item Processing - Annotated Bibliography***

“Barcode Basics.” *Makebarcode.com.* Measurement Equipment Corporation, n.d. Web. 18 April 2011. <[http://www.makebarcode.com/info/info.html](http://www.makebarcode.com/info/info.html" \t "_blank)>

Different libraries and OPACs use different kinds of barcodes. Order forms often request information concerning the kind of barcode required. This site explains barcodes including the differences between various types.

“Best Price for Name Brand Security.” *Demco.* Demco, Inc., 2011. Web. 18 April 2011. <<http://www.demco.com/goto?blk333>>

Demco provides libraries with supplies, including security strips, book covers, barcode labels, and much more. This page shows different types of electromagnetic security strips for hardbacks, paperbacks, and cds/dvds.

Blessing, Candy, “Access\_PA\_Exports.” *A Guide to Import MARC Records from the Access PA Database into Follett Cataloging Plus.* Course Document. Mansfield University. 16 April 2011.

Included in the procedures links to files, this is a comprehensive set of directions used to locate catalog records, export, and then import library records from Access PA into a Follett (or another) catalog. Great to have on hand next to you computer or in a binder.

Blessing, Candy, “Checklist For Processing New Materials. *Checklist for Processing New Materials.* Course Document. Mansfield University. 16 April 2011.

A user-friendly checklist for assistance in processing new materials in your electronic card catalog. This is a quick reference guide that will provide good reminders, especially

for those new to cataloging. A link to this document is included in the procedures.

Blessing, Candy, “Copy Cataloging Checklist (1).” *Copy Cataloging Checklist.*  Course Document. Mansfield University. 16 April 2011.

A useful reference guide that reminds catalogers of special fields to include in their library records, including how to enhance MARC records after they have been imported.

Reminders also tell catalogers which fields must be present as well as those that should

be deleted. File link is part of the procedures.

Blessing, Candy, “Import\_export\_log.” *XYZ Community School District Media Center Import/Export Log.* Course Document. Mansfield University. 16 April 2011.

An easy form to use in regards to vendors and the bar code ranges supplied. Keep this

form on hand in order to efficiently keep your bar code labeling system organized. File link provided in the procedures. A suggestion for use would be to keep a separate log for each vendor if your school uses multiple vendors/companies.

Blessing, Candy, “Processing\_special\_notes.” *Special Notes for Processing of This Item.* Course Document. Mansfield University. 16 April 2011.

An easy note to slip inside the cover of a book waiting to be processed. This form (linked in procedures) will remind the cataloger of any special information as well as basic cataloging reminders such as price, vendor, processing priority, etc. Make multiple copies, cut apart, and keep in a basket or envelope near your other cataloging materials.

*Book Displays in Libraries or Anywhere.* Yahoo, 2011. Web. 20 April 2011. <<http://www.flickr.com/groups/bookdisplays/pool/>>

This site is a Flickr group consisting of images of book displays. It is unique in being an image-based site that actually shows the viewer what the display looks like.

“Catalog Quick Order.” *Demco.*  Demco, Inc. 2011. Web 22 April 2011 <http://www.demco.com/goto?QUICKORDER&intcmp=TNS_QUICK_ORDER>

Demco provides a quick order option once a customer account has been opened. This service provides a quick, efficient method of placing an order as you work through the catalog. A variety of library supplies can be found here as well as office supplies and furniture. Direct links under References and Tools are provided for each individual processing tool you may need.

“How to Cover a Paperback Book with Clear Plastic Film.” *WikiHow: The How To Manual That You Can Edit.* n.p. n.d. Web. 18 April 2011. <<http://www.wikihow.com/Cover-a-Paperback-Book-With-Clear-Plastic-Film>>

This wiki illustrates covering paperback books with contact paper. A list of related wikis found at the bottom of the page gives step-by-step directions on repairing bookbindings.

*Library Book Display Ideas*. Squidoo, 2011. Web. 20 April 2011. <<http://www.squidoo.com/book-displays>>

This site features monthly book display ideas, reviews of books about book displays, and videos on the topic.

“Professional Development Topics: Booktalking.” *YALSA: Young Adult Library Services Association.* American Library Association, n.d. Web. 20 April 2011. <<http://www.ala.org/ala/mgrps/divs/yalsa/profdev/booktalking.cfm>>

This website focuses on booktalks for teens, providing a sample booktalk along with lists of books and articles about booktalking. Links to additional online resources are found at the bottom of the page.

“Standard Order Specifications.” *BTBS Bookstore.* Bound to Stay Bound Books, Inc., 2010. Web. 18 April 2011. <<http://www.btsb.com/help/OrderSpecs.pdf>>

Bound to Stay Bound has an online order form, showing the various options available for outsourced processing. Note that Bound to Stay Bound offers a free processing package consisting of MARC records, barcodes, and call number labels.

“TLS Web Order Form.” *The Library Store.* The Library Store, Inc., 2011. Web. 22 April 2011. <http://www.thelibrarystore.com/>

The Library Store can be accessed via the Internet as well as maintaining a print copy of the catalog. Flyers are sent periodically to alert customers of current sale items as well as new materials added to their inventory. Various processing items are included as well as a wide variety of library supplies and furniture. Orders may be processed online, via the telephone, sent through regular mail, or faxed. Direct links under References and Tools are provided for each individual processing tool you may need.

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